



DC Department of Employment Services
Office of Youth Programs
Marion S. Barry Summer Youth Employment Program
Work Readiness & Growth Industry Sector Grant
Request for Applications (RFA)

RFA No.: DOES-WRGI-2021

RFA Release Date:

Friday, March 12, 2021

Pre-Application Meeting

Room: Virtual

Date & Time: Friday, March 26, 2021

(Please email OGAGRANTS@dc.gov if you will be attending the pre-application meeting.)

Application Submission Deadline:

Monday, April 12, 2021

Applications shall be submitted electronically through the Grants Management Portal, click here: [Grants Management System](#)

Paper applications will not be accepted.

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Table of Contents

Section A: Funding Opportunity Description	3
Scope	3
Background	3
MBSYEP Work Readiness/Growth Industry Grant	3
Work Readiness Program	3
Growth Industry Program	4
Program Requirements	6
General Requirements	6
Reporting and Deliverables	7
Source of Grant Funding	8
Anticipated Number of Awards	8
Total Amount of Funding to be Awarded	8
Period of Performance	8
Location Requirements	8
Grant Making Authority	9
Section B: General Provisions	9
Eligibility Information	9
Monitoring	10
Audits	10
Nondiscrimination in the Delivery of Services	10
Other Applicable Laws	11
Section C: Application Format	11
Applicant Profile	11
Applicant Summary	11
Program Narrative	12
Past Performance	12

Itemized Budget and Budget Narrative 12

Section D: Program Narrative..... 13

Program Narrative (3 to 6 pages) 13

Organization Profile..... 13

Participant Profile 13

Program Description..... 13

Section E: Application Review and Scoring..... 13

Review Panel 13

Table 1: Technical Rating Scale..... 14

Scoring Criteria 14

Section F: Application Submission Information..... 16

How to Request an Application Package 16

Application Preparation 16

Submission Date and Time 16

Section G: Award Administration Information 16

Award Notices..... 16

Appeal..... 17

Grantee Program Compliance 18

Program Launch 18

Grantee Payment..... 18

Anti-Deficiency Considerations 18

Section H: Contacts..... 19

Section I: Additional Documents Required for Submission..... 19

Section A: Funding Opportunity Description

Scope

The District of Columbia Department of Employment Services (DOES), through its Office of Youth Programs (OYP), is seeking qualified organizations to provide high quality, structured workforce development training for District youth ages 14 to 21 with and without special needs (youth) that will prepare youth for purposeful and developmentally appropriate employment and career exploration opportunities.

Background

DOES' mission is to connect District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

In support of its mission, DOES OYP administers the Marion S. Barry Summer Youth Employment Program (MBSYEP), an annual, short-term, locally funded workforce development training program that connects youth with enriching and constructive summer work experiences through subsidized and unsubsidized placements with non-profit, private, local and federal government Host Employers.¹

Through MBSYEP, youth (1) earn money; (2) gain meaningful work experience; (3) are exposed to high demand career industries; (4) interact with dynamic working professionals in a positive work environment; and (5) learn and develop the skills, attitudes, and commitment necessary to succeed in today's evolving workforce.

MBSYEP Work Readiness/Growth Industry Grant Program

GRANTEES shall deliver high quality, structured workforce development training in the following categories.

- A. Work Readiness
- B. Growth Industry

Work Readiness Grant Program

GRANTEES shall deliver high quality, structured technical employability skills training necessary to succeed in today's evolving workforce, including the below.

- Career/job search techniques
- Values clarification and personal development
- Preparation of resumes and job applications

¹ Employers in the DC metropolitan area make MBSYEP a success by serving as Host Employers providing structured job opportunities for youth.

- Interview techniques including appropriate attire for interviews
- Appropriate attire for various occupations
- Appropriate follow-up services

GRANTEES shall deliver high quality, structured financial literacy training that teaches basic personal financial management skills such as balancing a checkbook and understanding the basic principles of earning, spending, saving, and credit.

GRANTEES shall deliver high quality, structured trainings to develop “non-technical” skills, abilities, and traits necessary to succeed in today's evolving workforce, including the below.

- Communication and Conflict Resolution Skills
- Problem Solving Skills
- Critical Thinking Skills
- Self-Direction
- Personal Qualities and Work Ethics
- Time Management
- Workplace Etiquette

Growth Industry Grant Program

GRANTEES shall provide high quality, structured Growth Industry Sector (GIS) training, including the below.

- a. Exposure** – In stage one, youth are exposed to the GIS, including the identification, gathering, evaluating, and synthesizing of evidence, information, and ideas. This can include introducing a new concept, ex. starting a new business, environmental projects (gardening), building or designing a computer application. Youth can gain exposure to these areas interfacing with industry professionals through field trips, lectures, or visits to the worksite.

In some cases, youth may be engaging in fields that are fully developed; however, they should be exposed to learning experiences that actively engage them in the process of re-discovery and to help them gain a deeper understanding of the GIS. In this stage, GRANTEES are fully responsible for structuring programming and the approach used for investigation/creative exploration. Through exposure and activities, youth gain a deeper understanding of their chosen GIS.

- b. Experience** – Youth in this stage should participate in exploration of a GIS and are gaining discipline-appropriate tools and knowledge through hands-on experiences. Experience-level activities offer youth practice working in practical settings and developing a plan for approaching issues affecting the proposed GIS, the answers to which may be either known or unknown. Youth in this stage acquire soft and hard skills that they may have opportunities to put to everyday use. Or they may work to develop the skills needed to be successful in a GIS. For instance, a youth who is designing and developing a computer

application would learn a specific computer program. In either case, they continue to refine their experiences and to learn discipline appropriate tools.

- c. **Final Report** – Youth undertaking a capstone project rationalize the skills developed over the course of the first two (2) stages in order to produce a project that encapsulates the overall six- week experience. The level of independence of the capstone phase will vary considerably: some disciplines are characterized by a high degree of autonomy and solo work; others typically generate knowledge in the context of teamwork or collaboration. Regardless, the work of this phase allows youth to organize and synthesize knowledge and skills acquired in a wide array of settings and situations over the course of the program under the guidance of the GRANTEES. GRANTEES are required to submit a summary or outline of their proposed capstone project. Upon completion of the program, GRANTEES may submit the final capstone project through various forms (CD’s, videos/photographs, invitation to performances, hard copies of completed books, and etc.).

GRANTEES shall offer high quality, structured GIS training in at least one of the following sectors.

1. Agricultural/Environmental²

Programs that educate youth on the state of our environment, the relationship to the environment, food and water supplies, workforce theories and practices that are considered “environmentally friendly,” and related high demand career choices.

2. Information Technology/Telecommunications³

Programs that educate youth on the uses of computer hardware, software, and other forms of technology, emphasizing the increasing and novel reliance on technology, the attendant increasing need for systems and data privacy, how technology impacts the evolving workforce and related high demand career choices. Last, all programming should introduce potential related career choices.

²A few examples of project-based learning experiences within this category include (1) analyzing the soil and cultivating a community garden; (2) performing an environmental analysis of a local stream or river; (3) conducting a weatherization or insulation project; or (4) designing and building a playground for a housing community or school.

³ A few examples of project-based learning experiences within this category include (1) designing a website; (2) creating a technology assistance program; or (3) building and exhibiting robotic, electrical, or technological products.

3. Media/Publications/Communications/Entertainment⁴

Programs that educate youth on the exploration of the technical aspects of media production, arts management, and developmental processes of the arts, artistic techniques, applications of the particular genre and related high demand careers.

4. Business/Professional Services⁵

Programs that educate youth on navigating organizational cultures, working effectively with groups of co-workers and individuals in management positions, meeting expectations of the virtual or in-person work-place environment, and acquiring skills necessary to succeed in today's evolving workforce, and related high demand career choices.

Program Requirements

The GRANTEES shall:

- Deliver a maximum of 20 hours per week to youth ages 14-15 and a maximum of 25 hours per week to youth ages 16-21. This is based on an average of five (5) days per week, with a minimum of four (4) hours of contact per day, per participant ages 14-15; and a minimum of five (5) hours of contact per day, per participant ages 16-21.
- Provide documentation that proves their ability to serve youth with special needs, if submitting proposals to provide service for youth with special needs. All trainings should assist youth with individual employment needs and improve their individual marketability necessary to succeed in today's evolving workforce.
- Undergo background checks as mandated by the Child and Youth, Safety and Health Omnibus Amendment Act of 2004 (CYSHA).
- Provide appropriate follow up services, as required by youth, throughout the grant term.

General Requirements

- GRANTEES shall collect and report statistical information as requested by DOES, including individual-level data on enrollment, youth demographics, specific services provided, and participation in workshops and other program specific related activities and outcomes.

⁴ A few examples of project-based learning experiences within this category include (1) video production, (2) photography, (3) performing and fine arts, (4) theater technology, (5) creative writing, and (6) sports management.

⁵ A few examples of project-based learning experiences within this category include (1) operating a small service business; (2) simulating a brokerage or investment firm by managing a hypothetical stock portfolio; or (3) producing a small business expo or marketing plan competition.

- GRANTEES will be required to participate in ongoing monitoring and evaluation activities led by DOES designated evaluator. These may include technical/virtual site visits, surveys, interviews, focus groups, administrative records review, and other data collection and evaluation strategies.
- GRANTEES shall collect data regarding contact with persons with Limited English Proficient (LEP) and Non-English Proficient (NEP) and report this data to DOES Language Access Coordinator on a quarterly basis.
- GRANTEES shall provide interpretation services and translation of vital documents for persons with LEP/NEP. All translated materials must have DOES brand and be reported to DOES' Language Access Coordinator on a quarterly basis.
- GRANTEES shall Incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials funded by DOES.
- GRANTEES shall attend and comply with all DOES meetings, onboarding trainings, requests, etc.

Reporting and Deliverables

The required program deliverables for the target groups are described below and should be submitted in accordance with the timeline below.

Reporting

Items	Deliverables	Quantity	Format and Method of Delivery	Due Date
Item 1	Monthly Status Report (OGARA)	1	Via email	Monthly by the 10th of the subsequent month
Item 2	Monthly Expenditure Report (OGARA)	1	Via email	Monthly by the 10th of the subsequent month
Item 3	Close out Report	1	Via email	30 days after grant end date
Item 4	LEP/NEP Report	1	Via email	Quarterly

Deliverables

Items	Deliverables	Quantity	Format and Method of Delivery	Due Date
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Item 1	Work Plan	1	Via email	Two weeks after Award
Item 2	Site Visit #1	1	Via email	Date provided by Program
Item 3	Time entry for weeks 1-6	1	Via email	Per Pay Period
Item 4	Site Visit #2	1	Via email	Date provided by Program

All program reports and deliverables must be submitted per the schedule provided above and final program deliverables must be submitted to DOES no later than the end of the grant.

DOES will have sole ownership and control of all deliverables. GRANTEE must receive written permission from DOES to use or distribute any product from this program, prior to the proposed use or distribution.

Source of Grant Funding

The funds are made available through District of Columbia appropriations. Funding for grant awards is contingent on availability of funds and the quality of the applications. This RFA does not commit DOES to make a grant award. DOES maintains the right to adjust the number of grant awards and grant award amounts based on funding availability and quality of the applications. Grant funds shall only be used to support activities specifically outlined in the scope of this RFA, the DOES approved application, and the Notice of Grant Agreement (NOGA), if awarded.

Anticipated Number of Awards

DOES intends to issue at least 8 grant awards in the amount of \$50,000 per award to serve youth. DOES, however reserves the right to make additional awards or no awards pending availability of funds and quantity and quality of applications.

Total Amount of Funding to be Awarded

The total amount of funding DOES anticipates being available for award is up to \$400,000.

Period of Performance

The “Marion S. Barry Summer Youth Employment Program Work Readiness & Growth Industry Sector” grant program will operate for one year from the date of award.

DOES reserves the right to exercise single option years up to four additional years beyond the original period of performance if funding is available in the designated option year and the GRANTEE has met the performance requirements of the grant.

Location Requirements

All applicants must secure a virtual platform to provide services to youth, responsive to this RFA. Due to COVID19 this program will operate virtually, no physical location is required.

Grant Making Authority

DOES maintains the rights to issue grant awards via the “Workforce Job Development Grant-Making Authority Act of 2012.” DOES also maintains the right to adjust the number of grant awards and grant award amounts based on funding availability and the quantity and quality of applications. Funding for the award is contingent on availability of funds.

Rights and Responsibilities of DOES

- DOES reserves the right to accept or deny any or all applications if it determines it is in its best interest to do so. DOES shall notify the applicant if it rejects that applicant’s proposal. DOES may suspend or terminate an outstanding RFA pursuant to its own grant making authority or any applicable federal regulation or requirement.
- DOES reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- DOES shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application or responding to this RFA are the applicant’s sole responsibility.
- DOES may conduct pre-award technical/virtual site visits to verify information submitted in the application and to determine if the applicant’s facilities are appropriate for the services intended.
- DOES may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant’s proposal that may result from negotiations.
- DOES may use past performance data in determining an award if an applicant was awarded a previous grant or contract by DOES or the District of Columbia.

Section B: General Provisions

Eligibility Information

The eligibility criteria are as follows:

- Demonstrated experience and qualifications delivering high quality, structured and specialized workforce development training responsive to this RFA
- 3 references with contact information (name, email, and telephone number) and knowledge of the applicants’ demonstrated experience and qualifications delivering high quality, structured and specialized workforce development training responsive to this RFA
- Working knowledge of federal and local laws, rules, regulations, policies and guidance that restrict data collection/disclosure
- Valid and current DC Business License

In addition, all applicants must be current on payment of all federal and District taxes, including Unemployment Insurance and Paid Family Leave taxes and Workers' Compensation premiums. Applicants cannot be listed on any federal or local excluded parties' lists.

Applications that do not meet the eligibility requirements will be considered unresponsive and will not be considered for funding under this RFA.

Monitoring

Specific monitoring and progress report schedules will be established, agreed upon, and included in the NOGA. DOES staff is responsible for monitoring and evaluating the program and may also make periodic scheduled and unscheduled visits to worksite locations.

During technical/virtual site visits, GRANTEES are required to provide access to facilities, records, youths, and staff, as deemed necessary by DOES for monitoring purposes. DOES monitoring may involve observation, interviews, and collection and review of reports, documents and data to determine GRANTEES' level of compliance with federal and/or District requirements and to identify specifically whether the GRANTEES' operational, financial, and management systems and practices are adequate to account for grant funds in accordance with federal and/or District requirements

Audits

GRANTEES must maintain and provide documentation related to this program for three years after submission of the final payment. At any time before final payment and three years thereafter, DOES may have GRANTEES' invoices, vouchers and statements of cost audited. Any payment may be reduced by amounts found by DOES not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event that the District has made all payments to the GRANTEES and an overpayment is found, GRANTEES shall reimburse the District for said overpayment within thirty days, after written notification.

GRANTEES shall establish and maintain books, records, and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles and Practices, which sufficiently and properly reflect all revenues and expenditures of grant funds awarded by the District pursuant to this solicitation.

GRANTEES shall grant reasonable access to DOES, the D.C. Auditor, any applicable federal department, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers and records (including computer records or electronic storage media) of the GRANTEE that are directly pertinent to charges to the program, in order to conduct audits and examinations and to make excerpts, transcripts and photocopies. This right of access also includes timely and reasonable access to GRANTEES' personnel for the purpose of interviews and discussions related to such documents.

Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964, as amended, and the District of Columbia Human Rights Act of 1977, as amended, no person shall be denied the benefits of or be subjected to discrimination under any program activity receiving government funds.

In accordance with DC Language Access Act, individuals shall be provided equal access and participation in public services, programs, and activities held in the District of Columbia if they cannot or have limited capacity to speak, read, or write English.

Other Applicable Laws

GRANTEE shall comply with all applicable District and federal statutes and regulations as may be amended from time to time, including the below.

- The Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.
- Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- The Hatch Act, 5 U.S.C. § 7321 et seq.
- The Fair Labor Standards Act, 29 U.S.C. § 201 et seq.
- The Clean Air Act (Subgrants over \$100,000) 42 USC § 7401 et seq.
- The Occupational Safety and Health Act of 1970, 29 U.S.C. § 651 et seq.
- The Hobbs Act (Anti-Corruption), 18 U.S.C. § 1951
- Equal Pay Act of 1963, 29 U.S.C. § 206(d)
- Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq.
- Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq.
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1001 et seq.
- Immigration Reform and Control Act of 1986, 8 U.S.C. § 1101 et seq.
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, 5 U.S.C. § 6381 et seq.
- Lobbying Disclosure Act of 1995, 2 U.S.C. § 1601 et seq.
- Drug Free Workplace Act of 1988, 41 U.S.C. § 8102 et seq.)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR § 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01 et seq.
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
- District of Columbia Language Access Act of 2004, D.C. Official Code § 2-1931 et seq.
- Living Wage Act of 2006, D.C. Official Code § 2-220.01 et seq.
- Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011, D.C. Official Code 2-219.01 et seq.
- Universal Paid Leave Amendment Act of 2016, D.C. Official Code § 32-541.01 et seq.

Section C: Application Format

Applicant Profile

Each application must include an Application Profile, which identifies the applicant type of organization, program service area and the amount of the funds requested.

Applicant Summary

Each application must include an Application Summary. This section of the application must summarize the major components of the application.

Program Narrative

The applicant must provide a full description of how the program will be carried out by responding to the application requirements in Section F. The three (3) main components of the program narrative are:

- Organizational Profile
- Participant Profile
- Program Description

Past Performance

Applicant shall provide any prior awarded contract or grant, evaluations and/or data that would highlight the organization's past performance and capability of successfully completing the stated program requirements.

All applicants must submit past performance forms – using the provided template, “Attachment B”. If the applicant has received a contract/grant from DOES within the past three years, you must submit “Attachment B” for all such completed contracts/grants.

If your organization has not completed any outside contracts or grants for similar work or is unable to provide three completed “Attachment B” forms, your score on this measure will reflect this lack of past performance documentation.

Itemized Budget and Budget Narrative

All applicants must submit an itemized budget and a budget narrative for all funds requested. The budget narrative should serve as an independent document that clearly outlines all proposed expenditures for the grant. Budget narratives must detail how funds will be expended towards the program.

The budget section should also contain assurances that no funds received as a result of this grant will be used to supplant any formula funds dedicated towards the targeted population, administrative efforts, or other regularly occurring activities.

The itemized budget can include the following items:

- Personnel
- Fringe
- Equipment
- Materials & Supplies
- Contractual Services
- Other Direct Costs
- Indirect Costs

Please see Attachment A for definitions of budget items listed above.

Food for staff or youth enrolled in the program is not an allowable expense under this grant.

Section D: Program Narrative

Program Narrative (3 to 6 pages)

This section applies to each of the strategic categories and is where you clearly describe your proposed program in detail. Please ensure that you include each of the following:

Organization Profile

- State the mission of your organization.
- Describe the history of your organization (year founded and by whom) and its size (budget and staff).
- Describe the experience your organization and staff have to deliver the proposed program.

Participant Profile

- Describe the number of participants your organization will serve under this grant for the year.
- Describe how your programming is designed to provide high quality, structured workforce development training responsive to this RFA.
- Describe your experience working with the targeted population. Describe the anticipated challenges and the strategies to overcome them.

Program Description

- Identify and describe how your organization will deliver the high quality, structured workforce development training, responsive to this RFA desired service. (See Section A). Describe how your organization has historically provided programming or services.
- The extent to which the applicant has provided a description of virtual platform where program activities will be carried out.
- Describe how your organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will youth be engaged in throughout the program.

Section E: Application Review and Scoring

Review Panel

A review panel will be composed of a minimum of three individuals who have been selected for their unique experience and expertise in workforce and business development, data analysis, evaluation of programs and past performance, and social services planning and implementation. The review panel will review, score, and rank each application using the Technical Rating Scale in Table 1 against the established Scoring Criteria in Table 2.

Table 1: Technical Rating Scale

Technical Rating Scale		
Numeric Rating	Adjective	Description
0	Unacceptable	Fails to meet minimum requirements, (e.g., no demonstrated capacity); major deficiencies which are not correctable; Applicant did not address the factor
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable
3	Acceptable	Meets requirements; no deficiencies
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all, requirements; no deficiencies.

The technical rating is a weighting mechanism that will be applied to the point value for each scoring criterion to determine the applicant’s score for each criterion. The applicant’s total technical score will be determined by adding the applicant’s score in each scoring criterion. For example, if a scoring criterion has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above, and the District evaluates the applicant’s response as “Good,” then the score for that criterion is 4/5 of 40 or 32.

Scoring Criteria

The review panel will review all applications that pass an initial internal checklist of required application components. Responsive applications will be evaluated strictly in accordance with the requirements stated in this RFA.

Each reviewer will independently review and objectively score applications against the specific scoring criteria outlined in Table 2, based on a 100-point scale.

- Organization Profile 10 points
- Participant Profile 20 points
- Program Description 40 points
- Past Performance 15 points
- Budget and Budget Narrative 15 points

Table 2: Scoring Criteria

ITEM	SCORING CRITERIA	Pts.
1	Organization Profile	10
	<ul style="list-style-type: none"> • The extent to which the applicant has stated the mission of the organization. • The extent to which the applicant has described the history of the organization (year founded and by whom) and its size (budget and staff). • The extent to which the applicant has demonstrated that their staff is well equipped with the skills necessary to effectively deliver the proposed program. 	
2	Participant Profile	20
	<ul style="list-style-type: none"> • The extent to which the applicant has described how the proposed programming is designed to provide high quality, structured workforce development training responsive to this RFA. • The extent to which the applicant has described its experience working with the target population, anticipated challenges, and strategies to overcome them. 	
3	Program Description	40
	<ul style="list-style-type: none"> • The extent to which the applicant has described their proposed program. • The extent to which the applicant has provided a description of virtual platform where program activities will be carried out. • The extent to which the applicant describes how your organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will participants be engaged in throughout the program. 	
4	Past Performance	15
	<ul style="list-style-type: none"> • The extent to which the applicant has provided prior performance data that highlights prior success in accomplishing the goals outlined in the RFA. • The extent to which the applicant has provided prior program evaluations or reviews that highlight prior success in accomplishing the goals outlined in the RFA. • The extent to which the applicant has provided similar services to the District of Columbia. 	
5	Budget and Budget Narrative	15
	<ul style="list-style-type: none"> • The extent to which the applicant provides a clear explanation of how the budget amount is derived. • The extent to which the applicant has allocated the funds (i.e., salaries, supplies, training materials, etc.). 	
TOTAL POINTS		100

Section F: Application Submission Information

How to Request an Application Package

- The application package is posted at: <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>
- Application package can also be found at www.does.dc.gov
- If the application package cannot be accessed at the above websites, then Applicants may request the application via email: ogagrants@dc.gov

Application Preparation

DOES shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.

Submission Date and Time

In order to be considered for funding, complete applications and attachments (see section I) must be received electronically via [Grants Management System](#) no later than **Monday, April 12, 2021 at 5:00pm. EST**. Applications received after **5:00 p.m. EST on April 12, 2021** **will not** be considered for funding.

Section G: Award Administration Information

Award Notices

Each Applicant, whether successful or unsuccessful, will receive notification of the final decision on the application. Letters of notification or any other correspondence addressing selection for award do not provide authorization to begin the program.

Applicants that are selected for funding may be required to respond in a satisfactory manner to conditions that may be placed on the application before funding can proceed. DOES may enter into negotiations with an Applicant and adopt a firm funding amount or other revision of the application that may result from negotiations.

The NOGA sets forth the amount of funds granted, the terms and conditions of the award, the effective date of the award, the budget period for which initial support will be given, and the total program period for which support is awarded. The NOGA shall be signed by the DOES Director or designee. The NOGA will be sent to the Applicant's contact that is authorized to sign the NOGA and reflects the only authorizing document. The NOGA will be sent prior to the start date and a meeting between GRANTEE and DOES will occur shortly after the NOGA is fully executed. All awardees will be held to a minimum level of effort to effectively execute the grant and meet the designated goals and deliverables outlined in this RFA. More specifics on the "minimum level of effort" will be specified in the NOGA.

Appeal

Non-Responsiveness Determination

In order to ensure a fair and equitable appeals process, all responsiveness determination appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals must be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #5800, Washington DC 20019. Appeals may also be submitted via email to doesappeals@dc.gov with the subject heading “Appeal of Grant Responsiveness Determination”. Appeals of the responsiveness determination must be received by the General Counsel within two business days of the responsiveness determination notice.

If an applicant communicates with program staff regarding an appeal of the responsiveness determination, the appeal may be dismissed with prejudice, and the applicant may be precluded from consideration for future grant opportunities.

Appeals must contain the basis for the appeal request and identify any factors that oppose the responsiveness determination. The appeal process will consider the submitted application and the responsiveness determination. Additional information not included within the original submitted application will not be considered during the appeal process, unless specifically requested by the DOES General Counsel. The DOES General Counsel may coordinate a meeting to address the appeal. The General Counsel will issue a written appeal decision. The decision of the General Counsel may only be overturned by the DOES Director.

Grant Award Selection

In order to ensure a fair and equitable appeals process, all grant award selection appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals must be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #5800, Washington DC 20019. Appeals may also be submitted via email to doesappeals@dc.gov with the subject heading “Appeal of Grant Award Selection”. Appeals of the grant award selection must be received by the General Counsel within two business days of the award selection notice.

If an applicant communicates with program staff regarding an appeal of the grant award selection, the appeal may be dismissed with prejudice, and the applicant may be precluded from consideration for future grant opportunities.

Appeals must contain the basis for the appeal request and identify any factors that oppose the grant award selection. The appeal process will consider the submitted application and GRANTEES selected. Additional information not included within the original submitted application will not be considered during the appeal process, unless specifically requested by the DOES General Counsel. The DOES General Counsel may coordinate a meeting to address the appeal. The General Counsel will issue a written appeal decision. The decision of the General Counsel may only be overturned by the DOES Director.

GRANTEES’ Program Compliance

Prior to the start of the program, GRANTEES must successfully complete the following:

- DOES technical/virtual site visit DOES Orientation
- All DOES mandatory meetings.

Program Launch

Before GRANTEE can begin programming, they must receive official documentation from “The Office of Grants Administration”.

GRANTEES Payment

The total amount of the grant award shall not exceed the amount specified within the Grant Agreement. There are four (4) payment categories listed below each representing a specific percentage of the total grant amount:

PAYMENT #1 – Base Amount	PAYMENT #2	PAYMENT #3	Payment #4
25%	25%	25%	25%

PAYMENT #1 – Base Amount 25%: Upon receipt of staff clearances (must meet ratio 12:1), training plans, attendance to mandatory OYP HCA orientation, and completed Pre-Program Worksite Visit form, as required before the start of the program.

PAYMENT #2 – 25%: Upon receipt of successful completion of Site Visit #1 Report Form Attestation form of time entry for weeks 1-3.

PAYMENT #3 – 25%: Upon receipt of Attestation form of time entry for weeks 4-5.

PAYMENT #4 – 25%: Upon receipt of Site Visit #2 Report Form, Attestation form of time entry for week 6 and Attestation form for final report as detailed.

If GRANTEES do not comply with the NOGA, applicable federal and District laws and regulations, the NOGA may be terminated or the award amount reduced for under performance or non-performance at the discretion of the Grant Monitor and/or Grants Officer.

Anti-Deficiency Considerations

GRANTEES must acknowledge and agree that the commitment to fulfill financial obligations of any kind pursuant to any and all provisions of a grant award, or any subsequent award shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

Section H: Contacts

LaShaun N. Basil

OGAGRANTS@DC.GOV

Section I: Additional Documents Required for Submission

The following documents are also required to be included in your grant submission. An application with the below required documents will be deemed non-responsive and will not be eligible for award.

Documents provided by DOES

- Statement of Certification
- Non-Closure Document
- Disclosure Document
- Past Performance

Documents to be provided by applicant

- IRS W-9 Form
- IRS Tax Certification
- Valid DC Business
- Itemized Budget
- Insurance Certificate
- Staffing Plan
- Resumes for key and essential staff
- Organizational Chart
- List of Partners and Affiliations
- List of Other Funding Sources
- Current Clean Hands Certificate
- List of Organizational Board Includes Members and Positions
- Copy of most recent and complete set of audited financial statements (If audited financial statements have never been prepared due to the size or newness of an organization, the Applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application.)